



The WorkFlows Test Server - Logging in

1. Open WorkFlows.
2. In the Host information section of the startup configuration, open the dropdown box next to IP Address.
3. Choose the **mtsctest.sirsi.net** option.
4. Choose OK to get to the login screen.
5. Use your regular login credentials on the next screen.
6. The Test Server will display **Test Server** in the upper right to remind you of which server you are currently working in.

A screenshot of the "WorkFlows : Configuration" dialog box. The dialog has a title bar with "WF : Configuration" and a close button. It contains several sections: a checkbox for "Operate in Offline mode" (unchecked), a "Host information" section with a dropdown for "IP Address" (set to "mtsctest.sirsi.net") and a text field for "Port" (set to "5100"), a "Workstation" section with a dropdown for "Name" (set to "PCGUI-DISP") and a "Login timeout" field (set to "60" seconds), and a checkbox for "Show this window on next startup" (checked). At the bottom are "OK" and "Cancel" buttons.

WF : Configuration

☐ Operate in Offline mode

Host information

IP Address: mtsctest.sirsi.net

Port: 5100

Workstation

Name: PCGUI-DISP

Login timeout: 60 Seconds

☒ Show this window on next startup

OK Cancel

NOTE: The Test Server updates quarterly or just before a system update. This means that information that you entered within the past few days, weeks, or even months may not be in this server. Also, any information you enter into the Test Server will be wiped out when the next update occurs. Remember to switch back to the Production Server before doing any real and permanent work.